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SUMMER COURSES 1969

HANDBOOK FOR PRINCIPALS

ONTARIO DEPARTMENT OF EDUCATION
Professional Development Section

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1.0 SUMMER COURSES FOR TEACHERS

1.1 Scope

The Department of Education through an extensive summer course program provides opportunities for the personal and professional growth of teachers in a climate in which innovation is encouraged. Courses available, content, and admission requirements are contained in the current Ontario Department of Eduction, Summer Courses, General Announcement booklet.

1.2 Handbook for Principals of Summer Courses

This handbook has been prepared to assist principals in in the administration of summer courses. While administrative details may appear burdensome, experience has shown that strict adherence to the instructions contained herein is necessary if courses are to operate smoothly. Departmental summer courses involve expenditures running into millions of dollars, a fact which justifies insistence upon careful accounting practices and accurate records.

J. B. Healy,
Superintendent,
Professional Development Section

2.0 ADMISSIONS TO SUMMER COURSES

2.1 General

(a) The regular five-week summer courses will open on Monday morning July 7, 1969.

(b) Applicants are required to enrol on the first day of the course. Principals may admit applicants who present letters of admission not later than the second day of the course. Letters of admission are not valid after the second day.

2.2 Letters of Admission

(a) Only those who present letters of admission may be admitted to summer courses. Letters of admission are valid only for the course and location indicated thereon.

(b) Those who do not have letters of admission and wish admission to a summer course:

In Toronto - Applicants will be directed to the Registrar's Section, Department of Education, 1 St. Clair Ave. West, where their application for admission will be considered.

Outside Toronto - A principal may admit tentatively, any teacher who presents himself, who appears to be eligible for admission. A teacher admitted tentatively to a summer course will be required to withdraw from the course if found ineligible by the Department. On registering, these applicants must submit to the principal a completed application form accompanied by a certified cheque or money order, payable to the Treasurer of Ontario, for the required fee plus the late fee of $15. The application form with the fee attached should be forwarded to the Department by the principal.

2.3 Fees

(a) Each teacher admitted to a five-week summer course will be required to pay a fee of $75. The fee for a two-week course is $30 and for a one-week course is $15. A late fee of $15 will be required where an applicant does not reach the Department by May 16, 1969 for courses commencing in July and by July 11, 1969 for courses commencing in August.

(b) Fees must be paid by certified cheque or money order made payable to the Treasurer of Ontario, and must accompany the application form. Cheques need not include exchange.

(c) Students should be advised that receipts for fees may be used for income tax purposes.

(d) Ex-servicemen and women of Her Majesty's Forces are exempt from payment of the registration fee, but must submit with their application, documentary evidence of honourable discharge from active service. They are required to pay the late fee when applicable.

2.4 Refund of Fees

Principals will not make refunds but will report any case of an enrolled student who finds it necessary to withdraw before completing the course. The Department will consider refunds at the rate of $15 for each full week a teacher has not been able to attend. Forms recommending refunds will be withheld by the principal until the end of the course. (See section 7.1 (b) (ii))

3.0 STAFFING OF SUMMER COURSES

3.1 Rates of Pay and Allowances

3.1.1 Rates of Pay for Summer Course Staff (Non Public-Servants)

The following rates of pay have been approved:

(a) Staff serving in their home area:

Principals	$62 per day	$310 per week
Vice-principals	52 " "	260 " "
Instructors	47 " "	235 " "
Guest lecturers	47 " "	
Highly qualified guest lecturers	65 " "	

(b) Staff serving away from home area (i.e. where a staff member is required to establish a second residence):

Principals	$75 per day	$375 per week
Vice-principals	65 " "	325 " "
Instructors	60 " "	300 " "
Guest lecturers	60 " "	
Highly qualified guest lecturers	65 " "	

Note: A staff member may be requested to supply a rental receipt or other satisfactory evidence that a second residence has been established to permit the authorization of the higher rate.

(c) Clerical staff:

Class	Duties Required	Experience	Salary
Clerical steno. 1	shorthand, typing, clerical	less than 1 yr	$1.95/hr 67.00/wk
Clerical steno. 2	as above	1 - 2 yrs	2.15/hr 76.00/wk
Clerical steno. 3	as above	3 or more years	2.40/hr 86.00/wk
Clerical typist 1	typing and clerical	as above	1.72/hr 62.00/wk
Clerical typist 2	as above		2.03/hr 73.00/wk
Clerical typist 3	as above		2.25/hr 80.00/wk
Clerk 1 general	clerical only		1.70/hr 60.00/wk

Library technician	(Grade 12 plus library experience)	less than 1 yr	2.00/hr 70.00/wk
		1 or more yrs	2.40/hr 86.00/wk

3.1.2 Allowance for Public Servants

A public servant assigned to a centre other than that in which his office or school is located will receive an allowance of $15 per day for living expenses. This allowance will be payable from the day before the course opens to the day the course closes, inclusive. Eligible public servants appointed to a five-week course will receive an advance on allowance of $400. At the close of the course, or earlier, if applicable, this advance will be accountable in the usual manner. (See section 5.3 (b) (x))

3.2 Staffing

3.2.1 Staffing General

(a) A principal who staffs his own course should submit his recommended staff list at the earliest possible date. The recommended staff list should include the full name (e.g. Miss Mary Brown, John Smith), the permanent home address, the social insurance number, the period of employment and for instructional staff, whether the staff member intends to commute daily to the course or establish a second residence and for clerical staff, the recommended salary. Any change occuring after the list is submitted should be made known to the Superintendent, Professional Development immediately, since failure to provide early notification could result in incorrect and/or delayed payments.

(b) The Superintendent of Professional Development should be consulted before any definite approach is made to a prospective staff member from outside the province. In no case should final arrangements be made until the Department's approval has been given.

(c) A prospective staff member from outside of Canada should be informed that his salary and travelling expenses will be paid in Canadian funds on the last day of his service.

(d) Travelling expenses for one round railway trip to and from the course are allowed for a staff member asked to serve away from home. (See section 5.3)

(e) Since only a limited number of highly qualified guest lecturers may be hired, a principal will submit the names of persons they propose to hire and the number of days they are to be employed to the Superintendent, Professional Development Section for approval before a commitment is made.

(f) Request to hire guest lecturers should include the lecturer's name, his address, social insurance number, topic and qualifications, the date(s) on which he will be employed, salary rate recommended and approximate travel costs if applicable. Guest lecturers should not be used in a subject which is already adequately covered by full-time staff members. The use of guest lecturers who would be required to travel long distances for a few hours work should be avoided.

4.0 SALARY DEDUCTIONS

4.1 Income Tax

(a) Forms TD1, employee's tax deduction return, must be submitted to the Superintendent, Professional Development Section by all clerical and library staff. Ensure the exemptions claim on the lower left hand corner of the TD1 is completed in all cases. Where applicable, income tax will be deducted by the Department for these employees.

(b) Income tax of 15% will be deducted from the salary of all instructional staff. Forms TD1 are not required for the instructional staff.

(c) The living allowance paid to a public servant is not subject to income tax.

(d) A non-resident is responsible for filing income tax returns before leaving Canada at the nearest taxation office. He should submit with his return, a statement from the Department showing the salary earned and deductions made. This statement may be obtained from the Assistant Chief Accountant, Department Business Administration Branch, Department of Education, 44 Eglinton Avenue West, Toronto. Telephone: 365-2612

(e) Income tax will not be deducted from an eligible non-resident who submits a non-resident income tax exemption form. Such form is to be submitted to the Superintendent, Professional Development Section, not later than July 11.

4.2 Canada Pension Plan

A deduction of 1.8% will be made from the salary of clerical and library staff only for the Canada Pension Plan.

5.0 TRAVEL EXPENSES

5.1 Eligibility

(a) Only a staff member who has been assigned to a summer course away from his home area is eligible to claim for travel expenses incurred in travel from his home area to the locality of the course and return.

(b) The principal, and on some of the larger courses, the vice-principal will be permitted to claim for reasonable expenses incurred in using his private automobile for local trips in connection with the course.

5.2 Allowable Expenses

(a) Travel expenses for one return railway trip, or air fare where competitive, will be allowed for those serving away from home. Where applicable, special rates only may be claimed e.g. blue fare, etc.

(b) When it is necessary for an instructor to transport equipment which is to be used on the course, he may be allowed mileage for his private motor car, provided that he has secured permission from his principal and that his home centre is not more than 300 miles from the summer course. If the distance exceeds 300 miles (one way) rail rate as in (a) above only will be allowed.

(c) An instructor brought from a point outside Ontario will be reimbursed for his travel expenses in accordance with the rules re travelling expenses issued in July, 1966, as amended September 28, 1966, up to a maximum of $300. Please note that $300 is not paid automatically to an instructor from outside Ontario.

(d) Reimbursement for fares or mileage will be paid from the instructor's permanent home address only, and not from summer cottage locations, etc.

(e) No payment will be made for meals, hotels, etc. for any day for which a salary or allowance is being paid.

(f) No travel expenses are paid to non-teaching staff.

(g) A public servant may, when necessary, visit his office or school, as the case may be, any weekend during the course for the purpose of attending to regular duties and will be reimbursed for necessary travel expenses incurred.

(h) A public servant on duty for four or more consecutive weeks may visit his respective home according to the following schedule and will be reimbursed for necessary travel expenses incurred:

(i) where the distance does not exceed 300 miles one way - two weekends;

(ii) where the distance exceeds 300 miles one way - one weekend.

(i) Mileage may not be claimed for visits referred in (g) and (h) on page 8 and the living allowance of $15 a day for two days will not be allowed for the weekend such visits are made.

(j) Commuting expenses from a person's residence to the school will not be allowed.

(k) Where a private motor car is used, no claims will be allowed for parking, storage, maintenance, operation or repairs.

5.3 Submission of Travel Expense Claims

(a) Travel expense claims shall be submitted in duplicate using statement of travel expense forms.

(b) The following general rules shall apply in the preparation of the statement of travel expense:

(i) The name and location of the summer course must be shown in the space provided for the purpose of the trip.

(ii) The method of travel must be shown, e.g. private motor car, rail, air, private auto used first class fare claimed, etc.

(iii) The date, starting point, and destination of the trip must be shown.

(iv) For the purpose of determining the mileage rate for northern Ontario at 16¢ per mile or the rate for southern Ontario at 15¢ per mile, for those authorized, the following boundary line shall apply:

ealy Lake (municipal) Road from Healy Lake easterly to its junction ith Highway 612; Highway 612 to Highway 103; Highway 103 easterly o its junction with Highway 69; Highway 69 easterly to its junction ith Highway 118; Highway 118 through Bracebridge to its junction ith Highway 11; Highway 11 northerly to its junction with Highway 60 t Huntsville; Highway 60 easterly to its junction with Highway 62 t Killaloe Station; Highway 62 to Pembroke; the above named highways to be included in Southern Ontario.

(v) Mileage claimed must be in accordance with that shown on the official province of Ontario road map.

(vi) Where reimbursement is claimed for the following expenses, official receipts must be attached to the

statement of travel expenses: hotel, motel or other accommodation, rail, bus and air fares, parlour car seats, berths or roomettes, air travel insurance premiums, taxi fare in excess of $2.50 and any other payments, especially unusual items, where it is reasonable to expect a receipt to be produced.

(vii) Where reimbursement is claimed for the use of a private automobile at first class rail fare rate, necessary overnight accommodation and meals required enroute may be claimed. Receipts for such accommodation must be submitted with the travel claim.

(viii) Where a staff member uses his private motor car to transport equipment or material to the course, such authorization must be stated on the travel claim.

(ix) The staff member is to include his name and mailing address in the space provided and sign the claim.

(x) A public servant who has been provided an accountable advance is to so indicate and deduct the amount of the advance from the claim submitted at the conclusion of the course. Any unused portion of accountable advance must be returned by cheque made payable to 'The Department of Education Advance Account'.

(xi) All travel expense claims should be submitted promptly and reimbursement cheque will be mailed to the staff member at the mailing address shown on his claim.

(xii) The principal of the summer course is to check the travel expense claims submitted by non-public servants for completeness and accuracy and initial such claims in the lower right hand corner.

6.0 SUPPLIES AND EQUIPMENT

6.1 Requisitions for Supplies

(a) For the convenience of principals, two types of printed order forms will be supplied. These are:

(i) Form A, Summer Courses Order Form for Supplies and Equipment

- for use of a staff member in listing his requirements; and

(ii) Form B, Department of Education Summer Courses Order Form

- for use of the principal in the preparation of his equipment and supplies order. These are to be attached to the requisition for supplies (carbon-set form).

A set of instructions will be sent with the supply of these forms.

(b) The principal will indicate the name and address of the dealer from whom the best prices may be obtained. Wholesalers whould be used wherever possible rather than retail outlets since the prices will be lower and wholesale outlets may more easily deduct federal and provincial sales tax. The Treasury Department will not accept charges for federal sales tax on requisitioned items.

(c) If the supplies will be needed for the opening of the course, principals should submit their requisitions before June 1, indicating, for each dealer concerned, when delivery should be made, and to whom the parcels should be addressed.

(d) As soon as a requisition has been approved and the order has been placed, the principal will receive a carbon copy of the blue purchase order form which is sent by the Department to the firm. Match the blue purchase order form with the carbon copy of the requisition and keep both on file.

(e) For all items requisitioned approximate prices must be shown and each requisition is to be totalled.

(f) Inventory sheets should be checked to ensure items requisitioned are necessary.

(g) Expensive items of equipment that may have a limited use on a short course should be rented rather than purchased.

(h) An explanation will be required to support a requisition for any unusual items, or materials ordered in unusual amounts.

(i) Requisition for supplies form shall not be used for the

purchase of petty cash items or purchases from student funds.

(j) If it becomes apparent that items ordered, or part of the order, will not arrive in time to be used at the course, write a letter to the firm explaining the situation, quote the blue purchase order form number and cancel the order in whole or in part as applicable. A carbon copy of the letter should be attached to the blue purchase order form and invoice, if any, and forwarded to the Superintendent, Professional Development Section.

6.2 Invoices

(a) After the goods ordered have arrived and have been checked against the invoice, mark the invoice "Goods Received" and sign it. Match the invoice with the blue purchase order form and requisition. If all the goods ordered from the firm submitting the invoice have arrived, fasten all copies of the invoice and blue purchase order form together, and mail to the Superintendent of Professional Development, Department of Education, 44 Eglinton Ave. West, Toronto 12. PLEASE MAIL SIGNED INVOICES AT FREQUENT INTERVALS. DO NOT HOLD THEM UNTIL THE COURSE ENDS.

(b) Invoices should be checked carefully, ensuring there are three copies and that federal sales tax has not been charged. If federal sales tax has been charged, contact the dealer immediately and advise him that the federal sales tax does not apply to provincial government purchases.

6.3 Accountable Advance (Petty Cash)

(a) Each principal will receive an accountahle advance with which incidental supplies may be purchased. The petty cash account will be used to purchase supplies that cannot be obtained by ordinary requisitions. A receipted invoice or bill (one copy only) must be obtained for each purchase, including postage stamp purchases. The bill must show the dealer's name and address, the date, the article purchased, and the price. It must also be marked "paid" and signed by the salesman.

(b) Because the provincial government is not required to pay federal sales tax there should be no reference to such tax on the invoice or bill for petty cash purchases. Where a sum for federal sales tax is shown, the invoice or bill will be returned to the principal for correction.

(c) Cash register tapes and scraps of paper indicating an amount only are not acceptable as vouchers. Receipt books provided the principal are not to be used to record petty cash payments to dealers who have their own bill forms.

(d) Petty cash may also be used, in an emergency, to pay for casual stenographic help, or to pay a worker for moving equipment or supplies. At the time any such

casual employee is paid he must sign a receipt. The receipt must show the date, hours of labour, rate and total payment. Casual help of this nature should be restricted to one or two days.

(e) Petty cash expenditures should be summarized on the form "Statement of Petty Cash Disbursements for the Period" (Form acct. no. 11A). Two copies of this form should be submitted to the Superintendent, Professional Development Section. Bills and receipts numbered and arranged to correspond with the summary are to be fastened securely to the original copy. Unused petty cash must be returned by cheque made payable to 'The Department of Education Advance Account'. The account must be balanced.

(f) A petty cash account which is not correct in every detail will be returned to the principal for corrections.

(g) Additional petty cash will be provided only in exceptional circumstances and on submission of a statement (Form acct. no. 11A) and invoices covering the original advance.

6.4 Supplies Additional to that Provided by the Department

(a) Where the teacher wishes articles additional to those provided by the department for his own use, the cost shall be borne by the teacher either:

(i) by a personal payment, or

(ii) through a fund raised by a general levy on all teachers in attendance. (See section 8.1.1)

6.5 Inventory of Supplies and Equipment

(a) An inventory of books, supplies and equipment on hand at the end of each course should be submitted in duplicate on the forms provided to the Superintendent, Professional Development Section. A copy of the inventory should be retained by the principal.

(b) The inventory of books should include the number of copies, author, date of publication, and publisher.

(c) Wherever possible, the listing should be specific e.g. 5,000 sheets not 5 packages.

(d) The inventory must indicate clearly where the material is stored. If it is stored in more than one location, it should be broken into sections with each section indicating a location.

6.6 Supplies and Equipment - General

(a) If additional supplies of stationery are needed during the course, they should be requisitioned, if time will permit, by submission of the normal requisition for

supplies since current regulations state that all purchases of this nature must be made through the Queen's Printer.

(b) Supplies and equipment must not be borrowed from schools or firms without the written approval of the Superintendent, Professional Development Section.

(c) A principal must not commit the Department to replacing equipment which was defective or worn out when borrowed.

(d) The Department will reimburse a school for any loss or damage which is the responsibility of the summer course, providing that the principal has provided details regarding such loss or damage to the Superintendent, Professional Development Section.

(e) Principals should submit a list of equipment borrowed, on the forms provided, to the Superintendent, Professional Development Section, not later than July 19. If no equipment is borrowed, a "NIL" return is to be made. The list of equipment is to include the name of the manufacturer, serial number, approximate cost and from whom rented or borrowed. For new equipment give the actual cost, and for used equipment give the estimated cost. Do not include in the list equipment that belongs to a department of the Ontario Government, e.g. Teachers' College, Audio Visual Section, etc.

(f) Requisitions for supplies should be submitted to replace borrowed books and equipment lost during the session. Requisitions for books are to give the publisher and author approximate cost and the address where the books are to be delivered. Requisitions for supplies are not to be prepared to replace lost books or equipment borrowed from a department of the Ontario Government.

(g) The Department will provide a reasonable number of reference texts but not class sets of texts or other books. An effort should be made to keep the library up-to-date by ordering reasonable numbers of highly-recommended books. Principals are reminded that they can arrange to borrow books from the Provincial Library Service at 4 New St., Toronto. Send requests to Miss B. M. Evans, supervisor of Departmental Library Service. If any new books are needed, Miss Evans must be notified before May 1 to enable her to order them. If no new titles are requested, you may submit your list at any time in May.

7.0 REPORTS & RETURNS

7.1 Returns to the Registrar's Section

The following reports and returns are to be forwarded to:

Mr. B. Bowland, Registrar's Section, Department of Education, 1 St. Clair Avenue West, Toronto 7.

(a) On or before July 11

An alphabetical list of all those enrolled in the course. A principal of a course outside Toronto shall enclose completed application forms for all students enrolled without letters of admission. The applicant's certified cheque or money order (made payable to the Treasurer of Ontario) must be sent with each application form as explained in section 2.2. (b) (ii).

(b) On or before August 15

(i) The report form showing the marks obtained by each student. This form must indicate definitely the proficiency of each student in each subject of study and whether the student has passed or failed in individual subjects and the course as a whole. Either letter gradings or marks will be used to designate proficiency. The minimum passing mark for each subject will be 60 per cent. The column headed "Results" must state whether each student has passed or failed. A principal must be prepared to submit, on request, complete information regarding candidates who fail. The matter of employing examinations as a device to assist in the assigning of the candidates final grading is to be decided by the principal and staff of each course.

The report form showing the marks or gradings given for each student is necessary for each course, including one-week refresher courses. Please do not write in left hand margin of the form.

Where absences are significant (e.g. candidates who have discontinued the course or whose standing may have been affected), record actual dates and reasons in "Remarks" column of exam report form.

(ii) The report showing recommendations for refund of fees. A student should not be encouraged to expect a refund. Summarize all recommendations on one report form if possibile. Indicate clearly the reason for each recommendation. Any cheques for refunds of fees will be issued by the Treasurer of Ontario directly to the student concerned and will not be mailed until two or three months after the close of the course.

7.2.1 Returns to the Superintendent, Professional Development

The following reports and returns are to be forwarded to:

The Superintendent, Professional Development Section, Department of Education, 44 Eglinton Avenue West, Toronto 12.

(a) On or before July 11

A listing showing the name, permanent home address, period of service, salary and the social insurance number for each of the members of your staff. This statement serves as your certification that the services contracted for have been or will be performed.

NOTE: Delay in forwarding staff lists and failure to give the social insurance number will delay preparation of the whole summer course pay-list. If the required information is not forwarded on or before July 11, no assurance can be given that salary cheques will be available on the last day of the course.

(b) At the close of the course

(i) Travel expense claims for non-civil servants. Please check and initial all expense forms in the lower right hand corner.

(ii) Public servants who are serving on a summer course staff at a centre outside their usual district should complete individually, at the close of the course, duplicate copies of their expense forms, and mail promptly to Mr. J. B. Healy, superintendent, Professional Development, 44 Eglinton Ave. West, Toronto 12. On each form indicate clearly the name and location of the course, and attach all necessary receipts.

(c) On or before August 15

(i) A statement showing the accommodation used. List each room by number or other recognized designation and indicate the length of time each room was used daily. To avoid claims that more rooms were used than our lists showed, a principal should check with the superintendent (janitor) of his summer course building before submitting his list. It is recommended that the superintendent at the building sign in confirmation of the principal's report, or the principal certify and sign the accommodation report prepared by the building superintendent to his employer. A principal should not make changes in accommodation arranged with boards without first obtaining the approval of the Superintendent, Professional Development Section.

(ii) Equipment and supplies inventory (showing material carried over for 1970). (See section 6.5)

(iii) Report re funds for extra supplies. (See section 8.1.1)

(iv) Report re funds for social and athletic purposes. (See section 8.1.1)

(v) All outstanding blue purchase order forms with invoices and/or letters of cancellation attached. (See section 6.2)

(vi) Statement re accountable warrant "Form acct. no. 11A". (See section 6.3 (e))

(vii) Requisitions for supplies to replace borrowed books and equipment lost during the session. (See section 6.6 (f))

(d) On or before August 29

A confidential report concerning the administration, accommodation, course program and the efficiency of the staff.

7.2.2 Attendance Report

Absences of a teacher attending the course of more than three days shall be reported to the Superintendent, Professional Development Section. For good and sufficient reasons, absences of a teacher not exceeding three days may be allowed by the principal.

7.2.3 Course Outlines

Each staff member should prepare an outline of his course. The outline should show the name and location of the course, the subject, and the name of the staff member. The principal should examine the outline carefully and refer to it when making supervisory visits. A copy of each course outline should be forwarded to the Superintendent, Professional Development Section by July 25.

8.0 MISCELLANEOUS INSTRUCTIONS

8.1.1 Extra Charges

(a) Where a general levy is made for social purposes and/or supplies, it shall be administered by a students' committee and be properly audited. Separate accounts shall be established for each fund for which a levy has been made and monies so collected must be kept apart from Departmental funds.

(b) An audited statement covering the receipts and expenditures of extra charges shall be submitted to the Superintendent, Professional Development Section, at the end of the course on the form provided.

(c) It cannot be over-emphasized that:

(i) all extra money collected from teachers must be accounted for and must be kept separate from Departmental monies, and

(ii) funds of this nature must not be carried over from year to year.

(d) Duplicate receipt books provided are to be used for recording payments received for social or athletic funds referred above.

8.1.2 Promotional Material

No promotional material is to be distributed to teachers until approval has been obtained through the Superintendent, Professional Development Section.

8.1.3 Any principal who wishes to arrange for publishers' book displays should request it before May 25 through

Mrs. D. Schillaci,
Exhibits Secretary,
Canadian Book Publishers' Council,
117 Eglinton Ave. East,
Toronto 12, Ontario.

8.1.4 Telephones

(a) No additional telephones are to be installed in any summer school without prior approval of the Superintendent, Professional Development Section. When extra telephones are installed, a principal shall ensure they are removed before leaving the building.

(b) Long distance calls should only be made in an emergency and must be kept to a minimum.

(c) A student must not be permitted to make long distance calls on office telephones.

8.1.5 Secretarial Assistance

(a) If secretarial assistance is required prior to opening of the course, the name of the person recommended together with address, social insurance number, estimated number of hours and salary rate are to be submitted to the Superintendent, Professional Development Section for approval.

(b) On completion of the work, a statement is to be submitted showing the dates on which she worked and the number of hours for each day. The statement is to be signed by the clerk and the principal.

8.1.6 Timetables

A principal is urged to arrange timetables so that classes begin on opening day. In the past, considerable criticism has been voiced by teachers who travel long distances to be present on opening day only to find that nothing happens.

8.1.7 Outdated Books

Books that are outdated and no longer useful should be removed from the inventory. These books are to be packed in separate cartons marked "Discarded Books" with name and location of the course. A listing of the books showing title, author, and number of copies is to be mailed to the Superintendent, Professional Development and cartons shipped express prepaid to Department of Education, Warehouse, 36 Breadalbane St., Toronto.

8.1.8 Forms and Supplies Provided for the Principal

The Department will provide the principal with the following forms:

(a) On or about June 28 (addressed to the principal at the summer course building or at his office in the Department of Education):

(i) The enrolment cards for all those enrolled to date in the course;

(ii) Additional application forms for those who may present themselves without letters of admission (centres outside Toronto only);

(iii) Receipt books;

(iv) Expense forms for the use of staff members;

(v) Report forms re funds for extra supplies;

(vi) Report forms re funds for social and athletic purposes;

(vii) Forms for recommending refunds of fees;

(viii) TD1 forms for clerical staff only.

(b) On or about July 25

(i) The report form upon which the teachers' marks are to be entered;

(ii) Inventory forms for equipment and supplies. These are to be used to list all supplies that will be carried over to the next year and must indicate where the material will be stored.

8.1.9 Accommodation

No changes in the department's arrangements for accommodation with a board will be made without approval from the Superintendent, Professional Development Section.

8.2.1 Blue Registration Cards

The blue registration cards are to be retained by the principal and used as a source document in the preparation of the nominal roll of teachers enrolled in the summer course.

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